

SUPERVISING PERSONNEL SELECTION TECHNICIAN

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: June 2006

Collective Bargaining Identification: S04

Job Analysis Conducted By: Julie Amaro, Staff Services Analyst

Number of Incumbents: Per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated June 15, 2006, there are 2 incumbents in this classification.

Names of the Subject Matter Expert(s) and their background:

Joanne Cordy, Staff Services Manager II, Selection Services Section

Ms. Cordy is currently a Staff Services Manager II in the Selection Services Section. Prior to this she was a Staff Services Manager I. She has been with the department for approximately 15 years.

Jennifer Spurling, Staff Services Manager I, Selection Services Section

Ms. Spurling is currently a Staff Services Manager I in the Selection Services Section, directly supervising the work of two Supervising Personnel Selection Technicians. Prior to this, she was an Associate Personnel Analyst. She has been with the department for approximately 16 years.

Linda Story, Staff Services Analyst, Selection Services Section

Ms. Story is currently a Staff Services Analyst in the Selection Services Section. Prior to this she was a Supervising Personnel Selection Technician for just over one year. She has been with the department for approximately 4 years.

SUPERVISING PERSONNEL SELECTION TECHNICIAN INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- Consultation with Subject Matter Experts